

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
February 25, 2015

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, February 25, 2015** in the James R. Thompson Center, 100 West Randolph Street, 11-722A and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:03 p.m.

ROLL CALL

Board members present (5):

Springfield: Dave Boots, present
 Joe Small, present
 Pam Blackorby, present

Chicago: Karla Schreiber, present
 Sam Dorger, present

Other staff: Melissa Mahoney, Chief Procurement Officer
 Rocco LaSalvia, Acting State Purchasing Officer
 Eileen Baumstark-Pratt, Board Secretary
 Emily Vivian, Land Acquisition
 Iris Delgado, Purchasing Supervisor

Approval of minutes from the meeting held on Wednesday, January 28, 2015

Karla Schreiber, Chairperson asked the Board to review and approve minutes from the Wednesday, January 28, 2015, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Dave Boots moved and Sam Dorger, seconded the motion and by unanimous vote, the minutes from the meeting held on Wednesday, January 28, 2015, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger, Dave Boots, Joe Small and Pam Blackorby

Old Business:

Karla Schreiber, Chairperson asked if there were any old business that needed to be addressed.

No comments were received.

New Business:

Microsoft Enterprise Software Annual Maintenance

The Chief Technology Officer submitted a request to secure annual maintenance on our Microsoft Enterprise Software Products through CDW-G, an authorized Microsoft reseller under a CMS Master Contract. Microsoft products are the backbone of the office network and the office must secure this maintenance in order to properly support our network infrastructure.

Rocco LaSalvia, Operations Director, Acting SPO explained the current master contract between CMS and CDW-G is scheduled to expire in October 2015. Office Services anticipate that CMS will have a new master contract in place by the time our one-year term expires on March 31, 2016. Once the new contract is in place the office will secure the second and third year renewal commitment Microsoft requires.

Office Services will pursue a purchase order with CDW-G. The total cost for this maintenance renewal is \$289,597.00.

Karla Schrieber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Network Access Control Software Licenses and Support

The Chief Technology Officer requested that the office purchase additional Network Access Control software licenses that would accommodate an additional 500 concurrent users including one-year 24 x 7 support.

Rocco LaSalvia, Operations Director, Acting SPO explained this software allows the office to improve network security and provide total visibility and control over every user and device accessing the OAG network, allowing IT staff to block any foreign / unauthorized device from connecting to our network. Further, this provides IT staff with a real-time view of our network infrastructure ensuring that they can detect and prevent any changes that would introduce risk.

The initial purchase resulted from an IFB posting placed on the Illinois Procurement Bulletin. The office received three (3) responses from SHI, Amerinet and AT&T. Rocco further explained that only SHI and Amerinet met specifications. AT&T proposed a software solution that did not meet all of the office needs, they did not provide 24x7 software support, and did not provide training. Office Services secured the licenses through SHI, the vendor that proposed the most cost effective software solution.

To accommodate this request for additional licenses Office Services reached out to several vendors; SHI, Bradford Networks, Digital Intelligence, Digital Forensics, Daly Computers, Inc. and Symantec. Only SHI and Bradford Networks responded.

Office Services will secure a purchase order with SHI, the vendor that provided the lowest overall cost. The total cost is \$6,953.00.

Karla Schrieber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Technical Service Assistance for Information Technology (IT) Network Staff

The Chief Technology Officer submitted a request to secure additional services with Tech-Win, Inc., to provide network infrastructure improvement services and general support for upcoming projects impacting our network.

Rocco LaSalvia, Operations Director, Acting SPO explained, Tech-Win, Inc has vast knowledge of our network infrastructure and has provided similar services on several prior occasions dating back to 2003. Tech-Win has been instrumental in designing and building our current network infrastructure so they are highly qualified to assist with our projects.

Rocco LaSalvia further explained in June 2014, the office executed a contract with Tech-Win that concluded in December 2014; that contract was executed for the purposes of providing support for several projects: payroll database configuration, Estate Tax database security enhancements and developing on-line access to Consumer Complaint Forms. Much of the work that was planned was postponed based on a number of factors including the need to secure additional software before the work could be completed. All requirements are now in place and IT is ready to proceed with a number of projects requiring Tech-Win support, including updating the security features throughout our network which will allow us to comply with IRS requirements.

Office Services will secure a purchase order with Tech-Win, Inc. The total cost of the contract shall not exceed \$14,200.00.

Karla Schrieber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Temporary Services for Legal Secretary – Anchor Staffing, Inc.

The Director of Human Resources submitted a request to secure temporary services to cover legal secretary duties for our General Law Bureau in Chicago.

Rocco LaSalvia, Operations Director, Acting SPO explained the office had previously secured legal secretary services for General Law through Anchor Staffing, Inc., that work was scheduled to conclude on February 26, 2015 because the vacancy was being filled with a new employee.

Human Resources learned there is another General Law legal secretary that will be taking a leave from work as early as February 27, 2015.

Office Services will seek approval to extend the term of the current temporary legal secretary through the end of March 2015. By securing these additional services the overall cost to-date required the Board's review.

The total cost for these additional services is \$4,226.30.

Karla Schrieber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger, Dave Boots, Joe Small and Pam Blackorby

The meeting adjourned at 2:11 p.m.